

WESTONBIRT
SCHOOL

WORKING FOREMAN

- CANDIDATE PACK -

THE OPPORTUNITY

The Working Foreman is a hands-on supervisory role responsible for delivering high-quality maintenance, repair and refurbishment work across the school estate, while coordinating the day-to-day activities of the in-house maintenance team and specialist contractors.

Carpentry and joinery are the role's primary trade disciplines; however, the post holder will also undertake a broad range of multi-skilled building maintenance tasks. The role is central to ensuring that Westonbirt School's historic and modern buildings remain safe, compliant, functional and presented to an excellent standard.

HOURS, SALARY & BENEFITS

Hours: 40 hours per week, Monday to Friday. Occasional evening and weekend work and participation in the Estates emergency call-out rota may be required.

Salary: £36,000–£42,000 dependent on skills, experience and qualifications.

Benefits:

- 5% employer pension
- Means tested staff discount
- Complementary lunch where possible
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Access to fully funded apprenticeships
- 25 days annual leave + bank holidays
- Pre-paid shopping discount card
- Uniform and personal protective equipment provided.

If you need any adjustment for the application or interview process please contact:
HR@westonbirtschool.uk

APPLICATION & KEY INFO

To apply, please submit an application via eteach - link here

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Wishford Education is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to religion, sex, age, disability, nationality or any other protected characteristics of the Equality Act 2010.

Wishford Education is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post. This will include checks with past employers, references, online searches, medical checks, overseas checks and an enhanced Disclosure and Barring Service (DBS) check.

JOB DESCRIPTION

Team Leadership and Supervision:

- Lead by example and remain actively involved in practical maintenance work.
- Plan, allocate and supervise daily tasks for the maintenance team, ensuring priorities and deadlines are clearly understood.
- Monitor progress, productivity and workmanship, addressing issues promptly and maintaining consistently high standards.
- Provide technical advice, coaching and support to apprentices and less experienced colleagues.
- Liaise with the Head of Estates on workloads, resources, project progress, risks and emerging priorities.
- Assist with the coordination of specialist contractors and monitor the safety, quality and completion of their work.

Carpentry and Joinery - Primary Trade

- Undertake first- and second-fix carpentry and joinery across the estate.
- Install, repair and adjust doors, frames, ironmongery, windows, flooring, kitchens, cabinets, shelving and fixtures.
- Complete fire-door maintenance and adjustments within the post holder's level of competence, recording works as required.
- Carry out timber repairs, roofing repairs, fencing, gates and general building-fabric works.
- Produce accurate material schedules, measurements and basic estimates for minor works.

Multi-Skilled Building Maintenance

- Carry out painting and decorating, surface preparation, patch plastering and minor wall repairs.
- Undertake ceramic wall and floor tiling and install or repair laminate, vinyl and timber flooring.
- Complete minor plumbing tasks, including tap and sanitaryware replacement, WC repairs, basin installation and straightforward pipework alterations, within competence.
- Repair and assemble furniture, replace ceiling tiles, install fixtures and complete general building maintenance.
- Recognise work requiring a specialist or statutory competence and escalate it appropriately.

Planned, Reactive and Project Work

- Respond promptly and professionally to reactive maintenance requests and emergency repairs.
- Investigate faults, identify appropriate repair methods and ensure effective, lasting solutions.
- Complete allocated planned preventative maintenance tasks and maintain accurate records.
- Lead or support minor refurbishments, improvement projects and summer works programmes.
- Plan work to minimise disruption to teaching, boarding, events and other school activities.
- Ensure completed work areas are clean, safe, secure and fully operational.

Health, Safety & Compliance

- Work in accordance with relevant legislation, school policies, risk assessments, method statements and safe systems of work.
- Prepare or contribute to suitable task risk assessments and confirm that appropriate controls, permits and PPE are in place before work begins.
- Promote safe working practices and intervene where unsafe activity is observed.
- Report accidents, near misses, defects and hazards promptly and support resulting corrective actions.

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- Support compliance relating to fire safety, asbestos, working at height, COSHH, manual handling, PUWER and LOLER where applicable.
- Maintain tools, equipment and work areas in a safe, secure and serviceable condition.

Wider Estates Support

- Support school events, room layouts, furniture moves, winter maintenance and other operational requirements.
- Work collaboratively with Estates colleagues, school departments, contractors and suppliers.
- Participate in emergency response and the Estates call-out rota where required.
- Undertake other reasonable duties consistent with the nature and level of the role.

Administration and Resource Control

- Complete electronic work orders accurately, recording labour, materials, actions taken and completion details.
- Assist with stock control, procurement and the timely ordering of materials and equipment.
- Maintain appropriate records for inspections, repairs and compliance-related work.
- Use school systems, including Microsoft Office and the CAFM/helpdesk system, as required.



PERSON SPECIFICATION

Essential

- NVQ or City & Guilds Level 2 or 3 in Carpentry and Joinery, or an equivalent recognised qualification.
- At least five years' relevant practical experience in carpentry, construction or building maintenance.
- Excellent first- and second-fix carpentry skills and demonstrable pride in high-quality workmanship.
- Practical competence across several complementary trades, such as decorating, minor plumbing, tiling, flooring, patch plastering and kitchen fitting.
- Experience of supervising, coordinating or mentoring colleagues and the ability to lead positively by example.
- Strong organisational skills, with the ability to assess priorities, plan resources and manage competing demands.
- Clear and professional communication skills and a customer-focused approach.
- Sound understanding of workplace health and safety and the limits of personal competence.
- Basic IT skills and the ability to update electronic work-management systems.
- Full UK driving licence.

Desirable

- Experience within an independent school, education, commercial estate or heritage-building environment.
- PASMA and/or IPAF certification.
- Current asbestos awareness, IOSH Working Safely and First Aid at Work training.
- Knowledge or training relating to fire-door inspection, installation or maintenance.
- Legionella awareness and experience .

Personal Attributes

- Reliable, trustworthy and committed to maintaining high professional standards.
- Approachable, respectful and able to build effective working relationships.
- Self-motivated, practical and solution focused.
- Flexible and adaptable, with the ability to remain calm under pressure.
- Comfortable working independently and collaboratively as part of a team.
- Committed to excellent service and continuous improvement.



WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: **www.westonbirt.org**

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: **www.wishford.co.uk**

